

DUTIES:

Office of the Chief

1. Receive and time stamp all incoming mail for the Finance Division.
2. Segregate mail for distribution. Routine matter such as forms and form letters will be delivered directly to applicable Sections and/or Units. Other matter will be routed through the Office of the Chief for appropriate action, notation or referral. This duty will require the employee to be familiar with the organizational setup of the Division, as well as the activities of the various Sections and Units.
3. Make scheduled trips for delivery and pick-up of mail. These trips will include Sections and Units within the Finance Division, as well as the Services Division, P&A and Personnel Division, P&A.
4. Make scheduled trips to the Treasury Department, for delivery of disbursement vouchers and collections. Also pick up checks on particular vouchers requiring special handling. When such action is necessary, the employee will exercise independent action insofar as making all arrangements for pick-up.
5. Be available to the Finance Division for special trips within CIG and outside agencies. The employee will coordinate such special trips, so as not to interfere with regular scheduled trips or duties.
6. Be responsible for *The actual* proper dispatch of all outgoing mail.
7. Be available to the Office of the Chief, Finance Division for sundry other duties as assigned.
8. It is intended that this employee will be authorized to handle all classified matter of the Finance Division, except Top Secret.